

MADERA COUNTY

ENVIRONMENTAL HEALTH DIRECTOR

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the functions, operations, and programs of the Environmental Health Department; to be responsible for the proper enforcement of environmental health regulations; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, manages, and oversees the functions, operations, and programs of the Environmental Health Department; ensures the effective enforcement of laws and regulations pertaining to environmental health; oversees and participates in the development and implementation of Environmental Health Department goals, objectives, policies, and priorities; assesses and recommends solutions to complex problems affecting Department operations and functions; selects, directs, supervises, trains, and evaluates assigned staff; develops and administers assigned budgets, prepares budget requests, and controls expenditures; confers with local and State officials regarding environmental health; assists engineers, subdividers, developers, and contractors with the interpretation of environmental health standards and regulations; represents the Environmental Health Department to the public, community organizations, and other government agencies; oversees the review and approval of plans and specifications for projects such as subdivisions and land developments; makes decisions regarding enforcement of Environmental Health; conducts public information activities; oversees the preparation of and prepares reports and presentations on assigned functions and activities; maintains contact with the press and community organizations; interprets program policy in handling situations involving the public.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics and functions of an environmental health program.

Principles and techniques of management and program administration.

Principles and practices of environmental quality control, air pollution control, public health, and sanitation.

Pertinent Federal, State, and local laws, codes, and regulations including environmental and air quality provisions.

Knowledge of:

Functions and operations of governmental agencies concerned with environmental quality and air pollution control.
Proper inspection and investigative methods and procedures.
Principles and practices of budget development, preparation, and expenditure control.
Principles and practices of supervision, training, and performance evaluation.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Plan, direct, manage, and oversee the programs, functions, and operations of the Environmental Health Department.
Formulate and implement County-wide inspection and enforcement programs.
Supervise, train, and evaluate the work of assigned staff.
Develop and prepare an assigned budget and control expenditures.
Prepare and present accurate and comprehensive reports and recommendations.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Interpret, apply, and explain the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
Effectively represent the County's Environmental Department and air pollution control programs to the public, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of progressively responsible professional environmental health experience including three years of management or administrative experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental health, biology, chemistry, or a related field.

License or Certificate:

Possession of valid registration as an Environmental Health Specialist issued by the California Department of Health Services.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to travel to different sites and locations.

Effective Date: May, 1995